



November 19, 2015

RE: Request for Expression of Interest Responses  
Licensed Child Placement Agency Per Diem Providers

Dear Provider:

The Department of Human Resources (DHR), Social Services Administration (SSA) is issuing this Expression of Interest (EOI), which is a noncompetitive negotiated procurement method pursuant to Code of Maryland Annotated Regulations (COMAR) 21.14.01.04, in order to procure group foster care services for children or adults under a negotiated rate system. Currently licensed per diem providers who are interested in providing Treatment Foster Care and/or Independent Living services for children and adolescents in the following jurisdictions only are asked to respond to the EOI: **Allegany, Baltimore, Carroll, Frederick, Howard, Montgomery, Prince George's, Washington, and Worcester Counties and Baltimore City**. Providers must comply with the regulations and standards adopted by DHR for Child Placement Agencies found in COMAR 07.05.01-04 and 07.02.21.

Licensed providers that are awarded contracts in response to this EOI will be required to provide private independent living program services that prepare and assist youth between the ages of 16 and 20 to make the transition to living as independent citizens pursuant to COMAR 07.05.04, and/or treatment foster care services to children with serious emotional, behavioral, medical, or psychological conditions pursuant to COMAR 07.02.21. All contracts with selected providers will begin on July 1, 2016.

**All licensed providers, including those who currently have contracts with the Department, that are interested in providing child placement agency services must reply to this request for EOI as the current contracts will end on June 30, 2016.**

**Note: Agencies that submitted timely responses (by October 23, 2015) to the EOI issued on September 8, 2015, are not required to respond to this request.**

The response to the EOI should include, at a minimum, the following information: verification of a valid license, which indicates that the program is in good standing with the appropriate licensing agency; the provider's organizational structure; a description of the program(s) services to be provided; the population to be served; numbers of youth to be served; and jurisdiction where services are rendered.

Per COMAR 21.11.03, this procurement is subject to a Minority Business Enterprise (MBE) subcontracting goal. The MBE percentage will be determined based on the services to be provided and the availability of the MBEs in the provider's location. Your organization may be eligible to become a certified MBE, thus, we strongly encourage all providers to visit the Maryland Department of Transportation's (MDOT) website for additional information. The MDOT website is [www.mdot.maryland.gov](http://www.mdot.maryland.gov). You can speak directly with a MDOT

certification specialist at 410-865-1269 for assistance. For immediate access to the certification application, go to [http://www.mdot.maryland.gov/MBE\\_Program/Application.html](http://www.mdot.maryland.gov/MBE_Program/Application.html).

Please ensure that the written Expression of Interest Letter or E-mail response is received by the Procurement Officer identified below no later than 3:30 pm on **December 4, 2015**. You must confirm that the written response was received. Please submit letters or e-mail responses to:

Aung Htut  
Procurement Division  
Department of Human Resources  
311 West Saratoga Street, 9<sup>th</sup> Floor  
Baltimore, Maryland 21201  
[Aung.htut@maryland.gov](mailto:Aung.htut@maryland.gov)

Please direct all inquiries regarding this EOI to the Procurement Officer above. Telephone inquiries must be directed to Mr. Htut at 410-767-7775 if you require additional information.

Sincerely,



Aung Htut  
Procurement Supervisor

CC: Sandra Johnson  
Tennille Thomas